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Meening 57-0382

Director of Training

Chief, Hanagement Staff

Approval of External Training Courses

1. It is requested that the following be approved as courses creditable as part-time, external training:

NAME	TITLE OF COURSE	NAME OF INSTITUTION	GREDITE HOURS
	Data Processing on Electronic Computors	Department of Agri- culture Graduate School	2
	Office Management and Control	American University	3
	Readings and Papers in Public Adminis- tration	Department of Agri- culture Graduate School	3

- 2. These courses are related to the functions of the Management Staff and the assignments of the individuals.
- 3. Upon approval of these courses, the actual training hours will be reported monthly on Form 1025, Individual Training Card.

25X1A	

DISTRIBUTION:

25X1

Orig. & 1 - Dir. of Training

2 - DD/S /